



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 961.7

Job Title: **C & E FACILITIES MANAGER**

Pay Grade: 29

### **GENERAL SUMMARY:**

Manages the overall management and operations of the Convention/Entertainment Facility.

### **RESPONSIBILITIES:**

- Manages personnel and Convention/Entertainment Facility activities.
- Develops, implements and monitors quality service standards of personnel and service contractors.
- Prepares and monitors annual operating budgets, special reports and analyses to assist the decision making process.
- Recommends and/or approves facility purchases, such as operations, maintenance and capital projects.
- Develops, reviews and approves proposals for conventions and trade shows.
- Develops marketing plan, and coordinates with resident companies to maximize facility occupancy.
- Works closely with Sales Manager to coordinate marketing activities with facility operations.
- Represents the Director/Assistant Director as required.
- Attends convention/performing arts industry meetings.
- Monitors all contractors performing required duties in the facility.
- Performs special projects as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Hotel/Restaurant Management, Liberal Arts, Social Sciences or a closely related field.

#### **LICENSE:**

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

Six years of professional experience in convention/entertainment management and contract negotiations are required.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily into setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal indoor environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Account Executive  
Senior Account Executive/Theater Event Coordinator  
Assistant C & E Facilities Manager  
C & E Facilities Manager

*Effective Date: October 1990*

*Revised Date: August 2004*